

Book Processing Specifications

Anytown School Library Media Center

Specifications to be used with all library resource orders. Most orders will be placed using a vendor package that includes 'all materials attached' as shown below. Many specifications are kept on file at the vendor.

Physical Items Specifications	<ul style="list-style-type: none"><input type="checkbox"/> Mylar (attached)<input type="checkbox"/> Spine label (attached)<input type="checkbox"/> Barcode label (attached)<input type="checkbox"/> Date due slip (attached inside back cover)<input type="checkbox"/> Pocket card (attached inside back cover)<input type="checkbox"/> _____<input type="checkbox"/> _____<input type="checkbox"/> _____
Barcode Specifications	<ul style="list-style-type: none"><input type="checkbox"/> Placement -- front cover, center position<input type="checkbox"/> Direction -- vertical<input type="checkbox"/> Attached<input type="checkbox"/> Select option to not cover title<input type="checkbox"/> Barcode symbology -- Code 39<input type="checkbox"/> Barcode length -- 8-14 character<input type="checkbox"/> Type indicator -- Library<input type="checkbox"/> School ID/location code -- ##### (local)<input type="checkbox"/> Check digit (not used)<input type="checkbox"/> Exclusive barcode range<input type="checkbox"/> Library name: Anytown Middle School<input type="checkbox"/> _____
MARC Specifications	<ul style="list-style-type: none"><input type="checkbox"/> Electronic record delivery<input type="checkbox"/> MARC21 (852 holdings)<input type="checkbox"/> 526 tag -- Accelerated Reader<input type="checkbox"/> 521 tag -- Lexile Level<input type="checkbox"/> 020 tag -- 13-digit ISBN<input type="checkbox"/> _____<input type="checkbox"/> _____<input type="checkbox"/> _____
Reading Program Specifications	<ul style="list-style-type: none"><input type="checkbox"/> Accelerated Reader<input type="checkbox"/> Small reading program information label<input type="checkbox"/> Attached above classification

Call Number & Cataloging Specifications	<input type="checkbox"/> Attached <input type="checkbox"/> 1/2" from bottom of book to label <input type="checkbox"/> Horizontal <input type="checkbox"/> Fiction -- FIC (with first three letters of author's surname) <input type="checkbox"/> Nonfiction -- Classification number (with first three letters of author's surname) <input type="checkbox"/> Individual Biography -- B (with first three letters of biographee's surname) <input type="checkbox"/> Collective Biography -- 920 (with first three letters of author's surname) <input type="checkbox"/> Easy Fiction -- E over Fiction (with first three letters of author's surname) <input type="checkbox"/> Easy Nonfiction -- E over Dewey <input type="checkbox"/> No special juvenile classification option <input type="checkbox"/> Short Story collection -- 808.8 <input type="checkbox"/> Reference -- REF over call # <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
Special Designator Specifications	<input type="checkbox"/> DVD over call # (Digital video) <input type="checkbox"/> VID over call # (VHS) <input type="checkbox"/> PLAY over call # (Playaway) <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
Subject Headings	<input type="checkbox"/> Sears <input type="checkbox"/> _____
Ordering Specifications	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Standard shipping <input type="checkbox"/> Follett Destiny <input type="checkbox"/> Macintosh <input type="checkbox"/> E-mail when MARC records are available on vendor website

Brown/Lehman -- 5521

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